

# North East Valley Normal School

Established 1851

*We Teach Children and Train Teachers*

## School Information



248 North Road  
North East Valley  
Dunedin

Phone: (03) 473 8246

Fax: (03) 473 8277

Email: [office@nevn.school.nz](mailto:office@nevn.school.nz)

Website: [www.nevn.school.nz](http://www.nevn.school.nz)

## WELCOME FROM THE BOARD OF TRUSTEES CHAIRPERSON

On behalf of the Board of Trustees I would like to extend to you and your whanau a warm welcome to North East Valley Normal School. We are proud of the school, and keenly promote, encourage and deepen the traditionally close links between the school and the wider community. The Board and staff value and encourage the interest, participation and assistance of parents in all aspects of school life.

The Board's responsibility is the governance of the school on behalf of the parent body. There are 5 elected members from the community, as well as the Principal, a staff representative, and up to 4 co-opted members - all of whom have an equal voice. The full Board meet on a regular day each month, meeting dates are advertised in parent newsletters. These are open meetings and parent attendance is always very welcome. You may view the agenda and minutes, which are held in the school office, at any time. Board members welcome communication with parents. You can find our contact details at the school office.

On behalf of the Board, I wish your child(ren) a happy and full school life, and you as parent(s)/caregiver(s) a rewarding and involved time with our school community.

Ngā mihi, with warm regards,

Tess Trotter

Chairperson

September 2019



# WELCOME TO NORTH EAST VALLEY NORMAL SCHOOL

MALO E LELEI

KIA ORANA

TALOFA

Greetings – Tena koe

BULA VINAKA

NAMASTE

SURSDNAY

North East Valley Normal School is a friendly community school. The school is a family and for most families in the Valley, we are their school.

The school has a close working relationship with the parents of our pupils. The staff work hard to ensure that parents feel welcome at school and invite you to contact the school whenever you want to know about your child's well-being. Usually you should first make contact with your child's class teacher, but on occasions, it may be that you wish to contact the principal directly. Please telephone or call at the school office with your queries, telephone 473 8246.



We hope your child enjoys school, and we invite your family to participate in school activities.

# NEVNS Learning Assets



## We are self managers Toroa / Albatross

"He manu awhaitopu heere i runga i te ao  
he kitea iho hei kōwhiriwhiri i te Manu  
ko ahu kōwhiri ahu ai ki te pae towhiri."

### Resilient, responsible, reflective

We can learn independently and can  
make decisions about our learning  
We know ourselves as learners and can  
set and work towards personal goals.

- ✓ I am organised
- ✓ I stay focused on a task
- ✓ I know how I learn best
- ✓ I am able to identify my goals
- ✓ I relied on my learning
- ✓ I take responsibility for my decisions and choices
- ✓ I can persevere with my learning when it is challenging.



## We are researchers Pīwakawaka / Fantail

"He manu pōhiki mātau, he manu pāmāhau  
ki te puaa no iumua and te wai."

### Curious, courageous, critical

We can locate and use a wide range of sources  
and techniques to investigate problems, issues  
and questions and take our learning into the  
unknown. We think critically about the  
information we gather and we are careful  
to acknowledge our sources.

- ✓ I wonder...
- ✓ I am curious
- ✓ I ask questions to direct my learning
- ✓ I plan my research
- ✓ I can use different tools to find out information
- ✓ I can evaluate my findings



## We are thinkers Ruru / Owl

"He manu tau, he manu unupū, he manu  
whakapora ki tōna wāo e noho nei me āna  
heparahu ko āna otihi i rōro i te wai."

### Open minded, flexible, persistent

We can think logically and creatively and  
reflectively. We think about HOW we use our  
thinking and have different strategies for  
making our thinking visible to others.  
We remain open minded and know that  
our thinking changes as we learn.

- ✓ I can make connections between new ideas and what I know
- ✓ I can talk about my thinking strategies
- ✓ I can think about how I might use what I am learning in the future
- ✓ I can think creatively to come up with new ideas and solve problems
- ✓ I can reflect on my learning
- ✓ I can use visual organisers and other ways to show and share my thinking



## We are communicators Kaka / Parrot

"He kākā māua ki tōna rangahau, he kōwhiri,  
ko āna whakaranga, ko āna tāua."

### Confident, responsive, respectful

We can communicate ideas confidently in  
different ways and for different purposes. We  
listen thoughtfully to what others communicate  
to us. We willingly share our learning.

- ✓ I listen respectfully and actively to others' ideas
- ✓ I communicate clearly and calmly even when I am challenged
- ✓ I share my ideas confidently with others
- ✓ I ask questions of others
- ✓ I answer questions
- ✓ I use my body and face as well as words to communicate effectively



## We are team players Huiya

"He kōwhiri māua, hee tāhi, hee tāhi, me tāhi."

### Empathetic, compassionate, reliable

We can work with others on shared goals,  
questions and challenges. We know how to be  
a constructive part of a team, to use different  
roles and different skills, and to actively listen  
to and respect other people's views.

- ✓ I can take on different roles
- ✓ I can agree to disagree with others
- ✓ I can empathise with and care for others
- ✓ I can communicate clearly and respectfully to others
- ✓ I can respect others' ideas

## HISTORY

North East Valley School is the second oldest school in Dunedin. It opened in 1851. This date is five years before the Otago Education Board began. The first North East Valley School was a private school built and maintained by the early settlers (pictured below in the bottom right corner).



While this first school could be called a private school it was open to everyone, although parents had to pay fees. Wages at the time were about 50c per day and money was scarce. It was thus a very real sacrifice for parents if their children were to attend school.

## THE NORMAL SCHOOL

Many people ask: "What is a normal school?" The term comes from the French *l'école normale*. This term was coined by the Jesuits to describe the schools that were used as training grounds for teachers and means a school which sets the norms.

Being a "normal school" means we are closely associated with the University of Otago's College of Education. We assist with the pre-service training of teacher trainees. The school's role covers the following areas:

- demonstration lessons
- workshops
- weekly visits
- teaching practice postings
- teachers lecturing at College
- research projects.

The relationship between the school and the University is both close and co-operative, therefore, our staff are kept up to date with the very best professional development and have access to superb resources to aid their classroom practice. The results speak for themselves: children at our school excel in the core subjects of literacy and numeracy, in what is a well-designed and integrated curriculum.

## MEMBERS OF STAFF

Mr John McKenzie                      Principal  
Mrs Andrea Thorburn                  Deputy Principal

### Senior School

		Year Level	Room
Ms Theresa Bowen	Teacher	Y5/6	S2
Ms Lisa Dyer	Teacher	Y5/6	S1
Ms Mel Stojanovich	Teacher/Te Rōpu Manaaki	Y2-6	S3
Mrs Maria Kewene-Edwards	Senior Syndicate Leader	Y2-6	S4
	Te Rōpu Manaaki		
Mrs Tricia Rowe                      )	Shared Teacher	Y5	C3
Mrs Jane Hesson                      )	Position		
Mr Ed Ansell	Teacher	ESOL/Special Needs	

### Middle School

Mrs Karen Sintmaartensdijk	Middle Syndicate Leader	Y3	H3
	Reading Recovery		
Mrs Clair McIvor	Reading Recovery Release	Y3	H3
Mrs Abby Tinning	Teacher	Y4	H1
Ms Tracy Ballantine	Teacher	Y3/4	H2

### Junior School

Mr Michael Andrew	Junior Syndicate Leader	NE + Y1	H4
Ms Amanda Townsend	Teacher	Y2	H5
Mrs Charlotte Pinel	Teacher	Y2	H6
Mrs Robyn Cleland	Teacher Release		
Ms Ann Jones	Teacher Release		

### Ancillary/Support Staff

Ms Sara Blackwell	Office Administration
Ms Sarita Taurima	Communications Support
Ms Donna-Marie Darling	Teacher Aide
Mrs Shelley Kennedy	Teacher Aide
Ms Erin Morton	Teacher Aide
Mrs Jessica Sparkes	Teacher Aide
Mrs Lorraine Young	Teacher Aide
Mrs Jill Ferry	Library Assistant
Mrs Kristy Richards	PMP Programme
Mr Carl Teunessin	Caretaker
Ms Natasha Squire	Cleaner
Ms Sarah Ravenwood	Cleaner
Ms Kylie Milne	Cleaner

\*C = College Block

S = Senior Block

H = Harley Block

## TERM DATES - 2020

Term 1	Monday 3 February	-	Thursday 9 April
Term 2	Tuesday 28 April	-	Friday 3 July
Term 3	Monday 20 July	-	Friday 25 September
Term 4	Monday 12 October	-	Wednesday 16 December

## STATUTORY HOLIDAYS

Waitangi Day observed	Thursday 6 February
Otago Anniversary Day	Monday 23 March
Anzac Day observed	Monday 27 April
Queen's Birthday	Monday 1 June
Labour Day	Monday 26 October
Statutory Holidays not affecting the school term	
Good Friday	Friday 10 April
Easter Monday	Monday 13 April
Easter Tuesday	Tuesday 14 April

## BREAK AND BELL TIMES

Start of School Bell	8.55am
Morning Break	
Snack time: inside or outside Syndicate/teacher supervised	10.30-10.40am
Playtime: supervised by duty teacher	10.40-11.00am
Lunch: compulsory supervised inside by classroom teacher on cold days supervised outside by duty teachers on fine days	12.30-12.45pm
Playtime: supervised by duty teachers	12.45-1.25pm
End of lunch	1.30pm
End of School Bell	3.00pm
Children must be collected by 3.15pm	

# SCHOOL PROTOCOLS

1. Children may enter classrooms from 8.30am.
2. On fine days, children remain outside during play/lunch times.
3. Children are not to leave school grounds without permission.
4. Bikes, skateboards, scooters, etc. are to be ridden in the school grounds before school and only after 3.15pm, or on wheels day (Friday lunchtime).
5. Sweets and fizzy drinks are not to be brought to or eaten at school, and bringing collectible cards such as Pokemon is discouraged.
6. Cricket and hard balls are not allowed. Soft balls are to be used on the middle field. No kicking balls on asphalt areas.
7. Boundaries –  
Out of Bounds Areas:
  - behind the Administration, Harley and Senior blocks
  - embankment around the middle and top area
  - car parks
  - fire escapes and landings
  - gymnasium unless supervised
  - group teaching rooms
  - community gardens unless accompanied by a teacher or college teacher.
8. Children are encouraged to walk around corners, not run.
9. Children must not bring money to school unless it is for a specific purpose and with their parents' permission.
10. Children should not bring toys to school.
11. Children are not to kick hard balls against the gym or classroom walls.
12. Children must wear footwear at all times while outside of the classroom.
13. Children are required to have a brimmed sun hat at school during the first and fourth terms.
14. Children may not play on the grassed areas if an orange flag is displayed. This indicates that the ground is sodden and unsuitable for play.
15. All pupils must be outside during breaks unless they have teacher permission to remain indoors.
16. Children must leave any cellphone or other electronic device at the school office when they arrive at school to be collected at 3pm.

## COMMUNICATION BETWEEN HOME AND SCHOOL

Well-informed parents are necessary if teachers and parents are to work together to promote the educational well-being of pupils. School-to-home and home-to-school communication occurs in many ways.

### School Newsletters:

The eldest child will bring home a school newsletter each week. The newsletter is also published online and is accessible through our website:

<https://nevn.school.nz>.

### School App:

This is the main means of communication between the school and parents. You can receive alerts regarding events, newsletters, assemblies, etc. on your phone. The school app is free and downloadable from the App or Play store:

<https://nevn.apps.school.nz/install/>

### Class Newsletters:

Some class teachers send home newsletters containing class news or details of class activities.

### Reporting to Parents about Children's Progress:

During the year there are a number of opportunities for teachers to report to parents about their children's progress. Early in the first term there is an opportunity for parents and teachers to share information in a three-way conference (pupils, parents, teacher/s). In the third term the school conducts parent/teacher interviews.

A comprehensive written report is issued at the end of term four. Parents are reminded that they are free to arrange an interview with their child's teacher at any time during the year. If you have concerns it is better to discuss them sooner rather than later. Teachers are available to parents before (8.30-8.55am) and after (3.00-3.30pm) school in their classrooms.

### Telephone:

Parents are encouraged to phone the school office and leave messages for the teacher (e.g about illness, a child not wanting to attend school, etc.). Likewise teachers may telephone the home if they are concerned about a child.

### Letters/Notes:

Parents are invited to write a note to the class teacher if concerned about their child.

### Requesting a Meeting:

Parents may contact the school and ask for an interview with the teacher and/or principal if they are worried about their child. Likewise the school may contact parents and request a meeting.

# THE CURRICULUM

As with all New Zealand Schools, the curriculum is set by the Government. We are required to teach the following essential areas of curriculum:

- Language & Languages - English/Maori
- Mathematics
- Social Studies
- Health & Physical Education
- Science
- The Arts - Music/Art
- Technology



Subjects such as reading, writing, and spelling are included in the broader English curriculum and are part of all class programmes. Information technology, enviro-studies, swimming, and outdoor education are also included as part of the school programme.



## PHYSICAL EDUCATION

Physical education is a daily part of the programme in every class in the school. Children are involved in programmes emphasising successful participation at each child's individual stage of development. Children are encouraged to understand and appreciate fitness, develop skills, and apply these to modified games.

## SPORT

Sport sessions are viewed as an opportunity for children to apply and practice, in modified games situations, skills they have had instruction in during their physical education programmes. It is anticipated that children will be exposed to a variety of games, and that competition is not over-emphasised. Participating with confidence and success as well as developing positive attitudes are major aims. The school is part of the North Zone area, and events are organised for all the schools in the area. These events include sports days at Chingford Park and the Caledonian Stadium, a cross country, swimming /aquatics and a range of skills-based activities.



The school participates in the North Zone Athletic Sports and the Otago Primary School Athletic Sports.

Lunchtime and after school sports sessions (flippaball, netball, futsal, basketball, touch) are sometimes taken by interested teachers and other sports coaches. There is a fee payable to participate in these activities.



## READING RECOVERY

This is an individualised daily reading and writing programme that assists six-year-olds who have some learning difficulties. The programme concentrates on developing strategies to enable children to become independent readers and writers.

## READING RECOVERY CENTRE

The Reading Recovery Centre, where teachers are trained to teach the programme, is also located at North East Valley Normal School on the top floor of the College Block. Teachers from all over Dunedin come to the Centre for continuing in-service training.

## ENGLISH SPEAKERS OF OTHER LANGUAGES - ESOL

Our school has children from a variety of ethnic backgrounds. These children bring many attributes to our school, and we welcome them. Many of them do not speak English as their first language, and the school provides additional in-school support for them. This is dependent on the number of ESOL children enrolled at any one time.

## EDUCATION OUTSIDE THE CLASSROOM - EOTC

This encompasses any teaching or learning that takes place outside the classroom, and includes activities such as class trips to the Otago Museum and Dunedin Art Gallery, etc. For such activities the school relies on the support and assistance of parents for supervision and transport. These trips usually incur a cost for admission or bus fare, and they are paid for via your child's annual activity donation. Information will be communicated through the school newsletter or the school app.

## TE RŌPU MANAAKI - BILINGUAL CLASS

Te Rōpu Manaaki is a bilingual te reo Māori class for Y2-Y6 children. Please see the separate flier to find out more about this class.

## ABSENCES

The school shares with the parents the responsibility of child safety at school. To assist us in this role, it is important to inform the school when your child is absent.

This can be done via the following ways:

Telephone	03 473 8246
Text	027 638 6227
Email	<a href="mailto:office@nevn.school.nz">office@nevn.school.nz</a>
School app	<a href="https://nevn.apps.school.nz/install/">https://nevn.apps.school.nz/install/</a>

Alternatively, you can send a note with a sibling or inform us prior to the event (if known).

## HEALTH MATTERS

Our school appreciates up-to-date information concerning your child, and we need to be informed of such things as allergies, special health problems, and medication that is to be taken at school.

The school has a consent form for the administration of medication at school, which you as parents/caregivers are requested to complete and sign. This is filed at school, along with a record of administration of medication.

Children who fall ill during the day are usually taken to the medical room in the Administration Block. A member of staff is always close by to supervise them. If necessary, someone from the office or the class teacher will endeavour to telephone the parent/caregiver or we will contact an alternative emergency contact number that you nominate. It is imperative that emergency numbers are kept up-to-date.

Our Public Health Nurse regularly visits the school. Her contact details are available to parents/caregivers on request. Phone the school office to arrange an appointment. Members of staff who have concerns about a child (e.g. hearing, sight, head lice, or health in general) are able to request that the Public Health Nurse sees that child on her next visit.

## SUPPORT SERVICES

From time to time we may see the need to call upon the use of specialist support services available to schools throughout the Otago Region. Personnel from these agencies are able to give teachers, parents, and students guidance and assistance in a variety of ways, should there be a need.

## DENTAL CARE

Dental care is provided at the School of Dentistry. Parents have the option of taking their child to the Dental Hub where treatment is provided by dental therapists, or to their family dentist.

Alternatively, your child can receive their dental care in the Dental Therapy Clinic at the School of Dentistry. Treatment is provided by dental students under supervision of dental therapists and/or dentists. Children travel to the clinics in a bus from school and are supervised by dental school personnel, are treated and then returned to school. Parents are notified by post of the upcoming visit and are welcome to attend appointments.

## CHILD APPOINTMENTS DURING SCHOOL HOURS

At times it is necessary for parents to collect children during school hours prior to appointments. On such occasions, parents are to collect children from the classroom after informing the school office.

## PARENTS VISITING THE SCHOOL

Parents are encouraged to keep close liaison with the school. If matters of concern need to be discussed, parents are encouraged to contact the school to make an appointment with their child's teacher. During the school year individual classrooms or syndicates will have functions that will involve parents. These may include open days, displays of children's work and sports activities. Parents will be notified of such activities and are encouraged to support their children

We encourage parents to become familiar with how the school operates. We do not encourage parents to wander in and out of classrooms – this can be disruptive to the programmes. Before entering the classrooms please check in at the office and explain your need to visit the classroom.



## ASSEMBLY

Assembly is held in the school hall each Friday at 2.10pm. It is led by a different class every week. Parents and caregivers are welcome to attend.

## SCHOOL LUNCHES

The PTA provide hot lunches every Friday at school. Students can order lunch from the kitchen window at the back of the school hall on Friday mornings before 9.00am

Children can choose from the following:

A sausage/saveloy/vegetarian sausage	\$2
An iceblock (in terms one and four)	\$0.50
A milo (in terms two and three)	\$0.50

(students ordering a milo need to provide a named cup)

## BOOK CLUB

Twice a term Scholastic New Zealand Ltd offers a selection of books for purchase through the Book Clubs. The children are given an order form to bring home along with a brief description of books available.

## LOST PROPERTY

Before children come to school, parents/caregivers should name lunch boxes, clothing, etc. Named property is returned to the owners at the end of each day. Unnamed property is periodically taken around the rooms to see if an owner can be found. Unclaimed property is stored in the lost property container situated in the corridor outside S1 and S2. Each term or at a time when parents are invited to school for a function, lost property is displayed outside the Senior Block. Unclaimed property is donated to charity.

## ENCOURAGING POSITIVE BEHAVIOUR

The teachers of North East Valley Normal School work hard at developing a friendly, co-operative, and informal school environment. The teachers are not strict disciplinarians; however, neither are they permissive. The emphasis is on encouraging and teaching children to work alongside and play with others in co-operative and non-disruptive ways. Respecting the rights of others and taking responsibility for one's own behaviour are the keys to a happy and effective school.

Our three expectations are:

- Safety
- Responsibility
- Respect

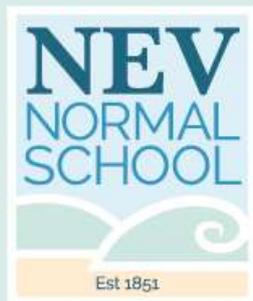
Goals that fall into one of the above categories are taught weekly. Children displaying the goal of the week or one of the expectations are rewarded with an "I made it" card.

There is a school-wide behaviour management system, and we provide a 'Thinking Room' for time-out and for reflection. Negative behaviours are recorded and reported to the senior staff who work with teachers and children to encourage positive behaviour and healthy relationships.

Communication with the home is encouraged in all areas of school life and particularly for managing negative behaviours.

The behaviour policies of the school are freely available to parents.

# School Wide Expectations



# Learning

✓ Ready    ✓ Thinking    ✓ Winning

## BEING READY

### IN CLASS

- ✓ I have all my gear on hand
- ✓ I get to class on time
- ✓ I use time wisely
- ✓ I don't waste time
- ✓ I say when I am confused or stuck
- ✓ I "ask 3 before me"

### AT HOME

- ✓ I have a good long sleep each night
- ✓ I eat a healthy breakfast
- ✓ I pack all my gear for the day ahead

## BEING A THINKER

### IN CLASS

- ✓ I look carefully at the teacher when she is teaching
- ✓ I work really hard
- ✓ I focus
- ✓ I don't give up
- ✓ I ask questions

### AT HOME

- ✓ I read books
- ✓ I write stories
- ✓ I draw pictures
- ✓ I get exercise
- ✓ I talk about what I learnt at school
- ✓ I do my homework

## BEING SUCCESSFUL

### IN CLASS

- ✓ I know some work will be hard
- ✓ I like the challenge
- ✓ I smile when stuff is hard
- ✓ I allow myself to fail
- ✓ I know it's ok to be wrong
- ✓ I love it when I do well

### AT HOME

- ✓ I expect to be a winner
- ✓ I stretch my brain
- ✓ I tell everyone when I made it
- ✓ I expect to be successful
- ✓ I share my good luck/hard won stories

# ROAD PATROL

To assist with road safety, a road patrol operates twice daily on North Road:

- 8.30-8.55am
- 3.00-3.15pm



This is supervised by an adult and is monitored by the school and the Land Transport Safety Authority and the NZ Police. Children who need to cross the road are directed to use this safety measure and parents are encouraged to observe this when accompanying their child/ren to and from school. Please advise the school if you are willing to help with road patrol.

## KIDS

- It is the school patrollers job to get you safely across the road
- Stand back from the sign while waiting to cross
- Don't make too much noise
- Don't touch the sign
- Don't tell the school patroller to put the sign out - let them do their job.
- Even when the sign is out, wait for the whistle to blow **twice** before crossing
- **Walk** across the road, don't run
- It is safer to walk bikes and scooters across the crossing

## ADULTS

- School Patrols have legislation regarding their job. The law recognises these crossings as 'controlled crossings' and requires a number of things to be in place for the crossing to be legal. This includes correct uniform, correct signage, correct procedures, and having a supervisor present. These mature students must be trained by a qualified member of the NZ Police.
- Respect the school patrollers and in doing so you will teach your children to respect them
- Wait for the whistle to blow two times before crossing with your child.
- Use the crossing instead of crossing further down the road.
- Have a talk to your child about how to act while waiting for the school patrollers and while walking across the road.
- If you see things that are not appropriate at the crossing, let the office know.
- If you see someone doing something really well, let the office know.

## BEFORE AND AFTER SCHOOL CARE

The before and after school care programme is OSCAR approved. The programme is located in room C1 of the College Block.

Before	8.00-8.30am	\$4 per session / \$15 per week
After	3.00-5.30pm	\$14 per session per child

Fees are tax deductible and WINZ subsidies are available for parents/caregivers who qualify.

Forms are available in the office.

## SCHOOL LIBRARY

North East Valley Normal School has a spacious, warm library with a selection of both fiction and non-fiction books.



Classes have at least one library session timetabled each week.

The library is usually open Monday and Wednesday lunchtimes with a teacher in attendance. Year 6 library assistants are appointed each year. Children are encouraged to use the library at available lunchtimes to change books, have a quiet read, or - when organised - watch a video during wet weather or in winter.

## USE OF SCHOOL FACILITIES OUT OF SCHOOL HOURS

1. Parents and community groups can request to use the gymnasium and community rooms out of school hours.
2. A charge is made for the use of these rooms. Please phone the school office between 9.00am – 3.00pm to enquire about the booking procedure.
3. Playgrounds – these are always open for family use out of school hours (weekends and Monday to Friday after 4.00pm). Out of school use is to be kept to the main playing areas only and is at the user's own risk. The school grounds are not supervised out of school hours.
4. Access to the school grounds may be denied if misused.



## THE VALLEY PROJECT

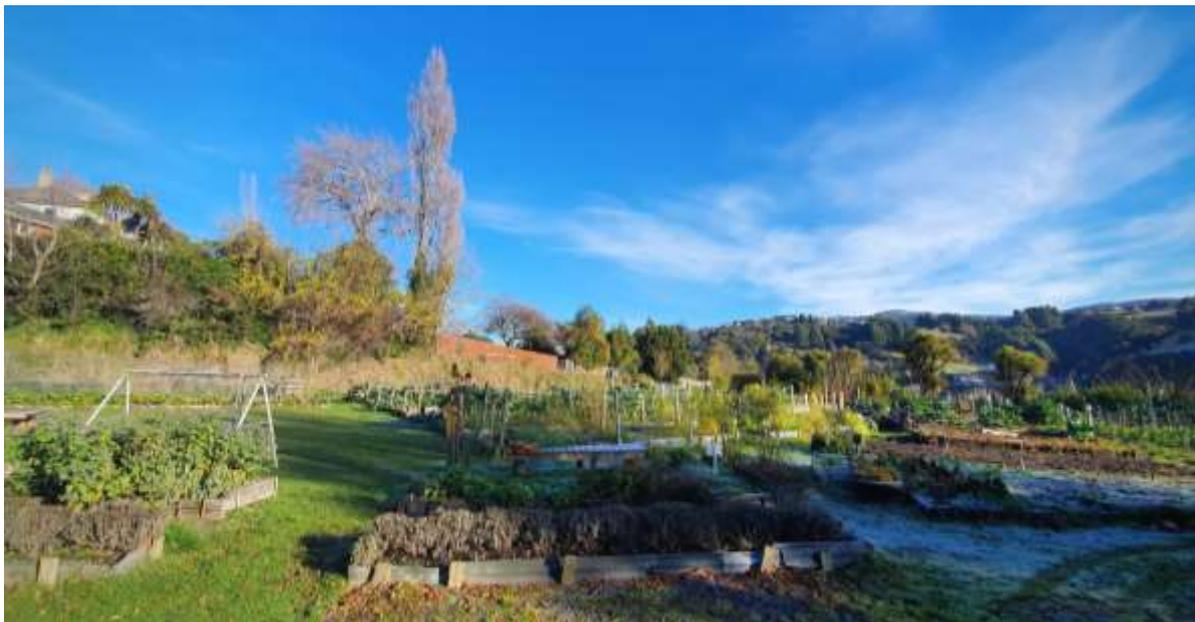
The North East Valley Community Development Project is run from two pre-gabricated buildings on the western boundary of the school. The school's Board of Trustees own these buildings.



This project is a partner with the school and aims to improve the lives of people living in the Valley, particularly children and families. Their contact number is 473 8614.

## THE NEV COMMUNITY GARDEN

On our top field you will find the NEV Community Garden. We are partners with this community group and our children spend time in the garden. Enquiries can be emailed to [garden@nev.org](mailto:garden@nev.org).



## CLASSIFICATION OF YEAR LEVEL

Is your new entrant classed as a Year 0 or a Year 1?

Children who start school up to the end of term two are generally classed as Year 1 students.

Those children who start from term 3 onwards are classed as Year 0 students – this means that they get 6 full years of primary school plus the months they are Year 0.

Parents of children whose birthday occurs close to mid-year are encouraged to discuss classification with the new entrant teacher and the principal early in their child's schooling.

## PROCEDURE FOR THE PROMOTION OF CHILDREN FROM CLASS TO CLASS

It is necessary to move students 'up a class' when enrolments exceed expectation. This often occurs in the junior syndicate.

The principal has the authority to make the final decision.

The decision to promote a student will be based on the following factors:

- age of student
- academic ability of the child
- social skills of the child
- how the individual presence in the classroom will affect the overall tone and balance of the classrooms involved (e.g. gender balance; ESOL support; behaviour, etc.)

The parents will be informed at least two weeks prior to any movement.

The classroom teacher and syndicate leader will propose to the senior management team who should be promoted and provide written explanation and copies of evidence to support the proposals.

The senior management team will assist the principal to make the final decision.

The principal will inform the parents in writing of the move.

The principal will endeavour to ensure that promotion happens only once a year and preferably at mid year.

The principal and the Board of Trustees will develop strategies to gather reliable information about prospective pupils and their enrolment dates to assist with this process.

If parents are vigorously opposed to the decision, they should use the school's complaints process.

# COMPLAINT PROCEDURE

## Step One:

- Discuss the concern/complaint with the person at the school most closely related to the issue, or responsible for the area involved.
- If you feel your concern/complaint has not been fairly heard or responded to after giving reasonable opportunity to do so, move on to step two.

## Step Two:

- Arrange an appropriate time to discuss it with the principal. If after this discussion you feel your complaint has not been either fairly hear or responded to, move on to step three.

## Step Three:

- Approach the parent advocate(s) who after considering the concern may:
  - consult the parties concerned and/or
  - arrange a meeting or meetings of all parties involved to provide further opportunity for a mutually acceptable solution to be found and/or
  - refer the matter to the Board of Trustees.
- If this process has not resolved the matter or there is no parent advocate available then move on to step four.

## Step Four:

- Contact the Chairperson of the Board of Trustees to arrange an informal meeting with a sub committee of the Board to discuss the matter.
- If, following the informal discussion, the complaint has still not been resolved move on to step five.

## Step Five:

- Refer the complaint to the Board of Trustees in writing at least four days before a meeting.
- If you wish to speak to the written complaint at the meeting, application must be made to the Chairperson and a time frame for presentation of the complaint negotiated, prior to the meeting.
- If after consideration by the Board the complaint has still not been resolved move on to step six.

## Step Six:

- Independent arbitration can be a final part of the procedure, with due consideration of benefit and cost.
- Parents may choose to begin at step three or four if they feel unable to approach staff within the school directly. Those people will then be consulted by the parent advocate or sub committee.

